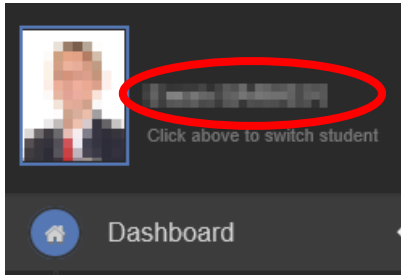


Stratford upon Avon School

Parents' Evening Booking Guide – MCAS New Interface



1. Go to <https://www.mychildatschool.com/> and log in. If you do not have a login, please contact school or email ExamsAndData@stratfordschool.co.uk.
2. If you have multiple children at the school, ensure the right student is selected. Click on your child's name to switch students.



3. On the menu bar to the left of your screen, click **Parents Evening**.

my child at school.com Stratford upon Avon School

Dashboard Homepage and Launchpad

YOU ARE HERE: Dashboard

Attendance			Assessments		Blueprint and Behaviour		
Is at school?			End Of Year		What is progress towards Blueprint awards?		
Period	Subject	Mark			Date	Description	Status
			Art				
			Dance				
			Drama				
			English				
			Geography				
			History				
			ICT				
			Mathematics				
			MFL				
			Music				

Navigation menu: Dashboard, Assessments, Attendance, Blueprint and Behaviour, Homework, **Parents Evening**

Dashboard widgets: Attendance, Assessments, Blueprint and Behaviour, Homework, Documents

4. Your child's teacher(s) will be listed for booking. Click on a teacher's name to make an appointment.

Parents Evening Parents Evening for

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening:

Y8 Options Tuto

Date: 07 March 2018, 17:00

Booking will close on 07 March 2018, 08:00

Appointments that need booking

Mr A Beese F1-ABE

5. A list of available times will appear. Click **Book** on an **Available** time slot.

Time slots for Mr A Beese		
Time	Available	
17:00	Available	Book
17:15	Available	Book
17:30	Available	Book
17:45	Available	Book
18:00	Available	Book
18:15	Available	Book
18:30	Available	Book
18:45	Available	Book

6. Your appointment is now booked and will show as below. You can now repeat the process with your child's other teachers (where applicable).

Parents Evening:
Y8 Options Tuto

Date: 07 March 2018, 17:00
Booking will close on 07 March 2018, 08:00

Appointments that have already been booked

Time: 17:30 Teacher: Mr A Beese Subject: F1-ABE Location: Default Location

To **cancel** an appointment, click the **X** next to the appointment.

To **print** your appointments, click the **Printer icon** next to "Appointments that have already been booked".